

**Tyngsborough Sewer Commission**  
**Meeting Minutes**  
**November 14, 2013 6:00 pm**  
**Location: Tyngsborough Town Hall, Inspectional Dept.**

**Commissioners Attending:** Jeff Hannaford (JH), Brian Martin (BM), Fred Perrault (FP)  
**Also Attending:** Paul Provencher, Assistant Superintendent, Michael Gilleberto, Town Administrator  
John Ellis, Weston & Sampson

**CALL TO ORDER**

The meeting was called to order by Jeff Hannaford at 6:10 PM.

**ITEM 1) CITIZEN'S TIME** None

*Motion by BM to Move to Item 7 Old Business*

*Second: FP*

*Motion passes: 3-0-0*

**ITEM 7) OLD BUSINESS**

**b) EMERGENCY ALARM CALL POLICY**

**i) Weston & Sampson: John Ellis**

John Ellis from Weston and Sampson gave a presentation explaining the company and services it provides. A contract was submitted to the SC for emergency and on call services. The SC will review and set a contract period which will be valid through June 30, 2014, with language to be added regarding annual renewal of the contract.

*Motion by BM to allow JH to sign the emergency and on call contract on behalf of the Commission, conditioned upon approval of the contract period and terms and conditions.*

*Second: FP*

*Motion passes: 3-0-0*

PP will make copies of pump station keys for Weston & Sampson personnel. PP proposes that W&S be on call every weekend on an immediate temporary need basis. A permanent schedule will reviewed and approved for future staffing needs.

*Motion by FP to have Weston & Sampson placed on call every Friday afternoon from 3:30pm to Monday Morning at 7:00am, conditioned upon the approval and signing of the emergency and on call service contract with Weston & Sampson and approval from the Board of Selectmen relative to collective bargaining.*

*Second: BM*

*Motion passes: 3-0-0*

**a) VEHICLES**

A subcommittee was created by the Board of Selectmen consisting of Karen Puleo and Corliss Lambert along with Town Administrator Michael Gilleberto. The committee is in a draft stage and will go into full effect January 2014. MG suggested the SC providing the BOS a list of concerns or desires regarding vehicle usage. Discussion regarding the vehicles currently in the Sewer Department's possession, auctioning surplus vehicles, adding the 2011 Taurus to surplus.

*Motion by BM to have MG will research ways to dispose of vehicle# 3, 5, 6 and 7 as shown on vehicle list dated 2/22/12 (attached).*

*Second: BM*

*Motion passes: 3-0-0*

*Motion by BM to instruct Sewer Department employees to operate only Sewer Department vehicles that are properly lettered with “Tyngsborough Sewer Department” and registered with blue municipal plates.*

*Second: FP*

*Motion passes: 3-0-0*

*7:30pm Chairman Jeffrey Hannaford left the meeting*

**ITEM 2) ADMINISTRATOR’S REPORT** (copy attached) *No actions taken*

**ITEM 3) ASSISTANT SUPERINTENDENT’S REPORT** *No actions taken*

**ITEM 4) CORRESPONDENCE** None

**ITEM 5) COMPLAINTS** None

**ITEM 6) NEW BUSINESS** None

**ITEM 8) ADJOURNMENT**

*Motion to adjourn at 7:45 pm was made by FP.*

*Second: BM.*

*The motion carried 2-0-0.*